

MINUTES
TRANSPORTATION ASSET MANAGEMENT COUNCIL
ADMINISTRATIVE, COMMUNICATION, and EDUCATION COMMITTEE
March 1, 2017 at 10:00 a.m.
MDOT Aeronautics Building
2700 Port Lansing Road, Second Floor Commission Conf. Room
Lansing, Michigan

****Frequently Used Acronyms Attached**

Members Present:

Jonathan Start, MTPA/KATS – **Chair**
Rob Surber, DTMB/CSS

Derek Bradshaw, MAR

Support Staff Present:

Roger Belknap, MDOT
Dave Jennett, DTMB/CSS
Hugh McNichol, MDOT

Tim Colling, MTU via Telephone
Frank Kelley, MDOT
Gloria Strong, MDOT

Members Absent:

Don Disselkoen, MAC – **Vice-Chair**

1. Welcome – Call to Order – Introductions:

The meeting was called to order at 10:19 a.m.

2. Changes or Additions to the Agenda (Action Item as needed):

None

3. Public Comments on Non-Agenda Items:

None

4. Correspondence & Announcements:

4.1. – Transportation Asset Management Council (TAMC) Spring Conference 2017 – May 25, 2017, Mount Pleasant

The agenda is pretty much complete. A copy of the draft program agenda was shared.

4.2. – 21st Century Infrastructure Commission Report –

A copy of the response letter from Governor Rick Snyder was shared.

4.3. – Information Requests from Legislators and House Transportation & Infrastructure Committee Testimony – March 17, 2017

R. Belknap and Joanna Johnson, TAMC Chair, will be providing a PowerPoint of TAMC localized data sets and reporting, best practices of asset management, and TAMC non-trunkline forecasting. R. Belknap could not locate a TAMC best practices document of asset management. He may need to create a one pager that addresses this.

4.4. – County Road Association (CRA) Conference, March 14-16, 2017

TAMC will have an exhibit booth at the conference.

4.5. – Bridge Conference, March 21, 2017

The TAMC Bridge Committee will give a presentation on the conference.

4.6. – Michigan Municipal League (MML) Capital Conference, March 21-22, 2017, Lansing Center
TAMC will have an exhibit booth at the conference.

4.7. – Michigan Association of Counties (MAC) Legislative Conference, March 27-29, 2017, Lansing Center

TAMC support staff have inquired to see if they can have a TAMC exhibit booth at the MAC conference. A booth costs \$425 at the government rate. Support staff will contact D. Disselkoen to see if he can get the fee waived or reduced.

5. Consent Agenda:

5.1. - Approval of the February 8, 2017 Meeting Minutes (Action Item)

D. Bradshaw made a motion to approve the meeting minutes of February 8, 2017. R. Surber seconded the motion. The motion was approved by all members present.

6. Work Program Update:

6.1. - Fiscal Year 2016 and 2017 Budget Updates – R. Belknap/H. McNichol

A copy of the updated 2016 budget was distributed. R. Belknap will provide an updated 2017 budget at the next meeting.

6.2. - Format of 2017-2019 Work Program – R. Belknap

The Metropolitan Planning Organizations and Regional Planning Organizations (MPOs/RPOs) may be receiving additional funds in the near future. This budget change will need to be incorporated into the work program. There are also some concerns that some of the assumptions used to draft the work program may not be accurate/realistic. Discussions will need to take place to assure that the work program is based on good information.

6.3. - TAMC 2016 Roads and Bridges Annual Report [\(2015 TAMC Annual Report Link\)](#) – H. McNichol

H. McNichol is the lead on the 2016 TAMC Annual Report. Two draft chapters have been written regarding council activities and the 21st Century Infrastructure Commission's Report, and are ready for the committee to review and comment. There are still some corrections and additions that need to be done, such as placing accomplishments (for example, mobile dashboards) in the report. Traffic Dashboards would be of great interest. D. Jennett and B. McEntee are working on the Investment Reporting Tool (IRT) Re-write chapter. A draft will be put out on TAMC SharePoint next week for review and comment. Staff is pretty much on schedule this year for completion of the annual report. Any late changes to the report may need to be requested via e-mail or SharePoint. A cover for the report still has not been created however, R. Belknap has received photos for the cover that support staff will be reviewing in the near future. If anyone has any suggestions for the report they can forward them to H. McNichol and R. Belknap.

6.4. - Asset Management Work Program and Unified Work Program for Metro/Regional Planning Agencies – J. Start

See 6.2. J. Start, R. Belknap, D. Bradshaw, and D. Wresinski are working with J. Watkin from The Michigan Department of Transportation's (MDOT) Statewide Transportation Section to draft MPO/RPO work program language that gives agencies flexibility and better identifies activities that are eligible for TAMC funding, and sets priorities for completing those tasks. They would like feedback from the Council to assure it contains information the Council would like to see in the program. The draft includes TAMC policy and billing information. There has been progress. A second draft has been completed. There are questions regarding the budget and it is highly likely that the entire \$250,000 state funds increase may be approved. Determining how to allocate these additional funds will be difficult. We need to weigh both the additional tasks we are requesting from the regions, plus the variances in sizes of the regions and number of road agencies reporting to each region. It was suggested that information needed from local agencies be required by Tiers: Tier I – Required Federal Aid Data Collection; Tier 2 – Asset Management Plans; Tier 3 – anything else.

7. Review and Discussion Items:

7.1. - TAMC Awards Memo Draft - R. Belknap

A copy of the memo drafted by R. Belknap was shared and approved by the committee to be finalized and distributed.

7.2. – Status of 2017 Paved, Non-Federal Aid (PNFA) Reimbursement Program – R. Belknap

R. Belknap sent out the memo this morning to solicit and submit their requests for paved, non-federal aid reimbursement and it will be distributed on a first-come/first-served basis. He has received 27 requests for reimbursement and the funds may now be already gone.

7.3. – Paved Non-Federal Aid (PNFA) Data Collection Policy – J. Start

The PNFA policy is coming along well. J. Start will remove the training information and will just reference it in the document. If an agency collects their data prior to October 1 they will be reimbursed out of the current fiscal year budget. Anything collected October 1 and after will be reimbursed out of the next fiscal year funding. MTU will be holding their training sessions earlier this year to help agencies begin their data collection earlier.

7.4. – Michigan Technical University (MTU)/Technical Assistance – T. Colling

7.4.1. – 2017 Bridge Asset Management Training Update

Chris Gilbertson, from MTU, Center of Technology and Training, will hold the classroom type session on Thursday, March 9, 2017; 9:00 a.m.-2:00 p.m. This is a workshop where attendees can utilize their own agency's data to create an asset management plan for their bridges. The training will be held at the MDOT, Horatio Earle Learning Center.

T. Colling received a request from the Minnesota Department of Transportation to speak to a local agency peer exchange group on preventive maintenance - how they are funded, what it looks like, and who is involved.

7.4.2. – 2017 PASER Training Update

The PASER Training has started and is going well. One session was held yesterday, February 28, 2017, and there was good participation. B. Slattery was present to field any questions and represent TAMC.

7.5. – Michigan Center for Shared Solutions (CSS)

7.5.1. – Website Update – D. Jennett

CSS made some updates to the content of the Website. They have set it up so when someone clicks on a subject box it will automatically take them down the page to the area they have selected. They are currently working on adding the draft May 25, 2017 TAMC Spring Conference agenda to the Website, on the event cards the developer will add a time and date stamp (currently it defaults to the current week.); and, they will be removing all the 2016 items.

For mobile dashboards on the technical level the mobile pavement dashboards can only support three years and not all ten. The desk top version supports ten years. CSS would like to place a link on the dashboards or place something on the home page that states "mobile dashboards" that will take them to the mobile dashboards. A note can be added stating if they want to see more than 3 years go to their desk top version.

The current pavement data is being used at the PASER trainings so it is fine to release the data to anyone requesting the information since it is already being released at trainings.

7.5.2. – Act 51 Distribution and Reporting System (ADARS)/IRT Update – D. Jennett

A few basic asset management plan questions have been added to the IRT entry page. The only required question is #1 – "Does your agency have a written Asset Management Plan?" in order to go

on and submit their IRT data. D. Jennett will place the questions regarding the asset management plan that will be on the IRT entry page out on the TAMC SharePoint for anyone that would like to review the questions and provide comments. IRT updates will be done in two parts with the first phase being done by April 2017 and the second phase by June 2017. Some items have not been funded and the project is taking longer than expected. CSS are identifying several areas in the old application and getting it staged so that it is ready to go by April to coincide with the Roadsoft release. TAMC will need to identify what they want prioritized and then identify the funding. One of the work items was customized treatments. CSS will be able to meet their current deadlines. The conversion to the new platform is on target. Some things are being postponed due to CSS will not be able to accomplish them with their current budget. By April 1, 2017, D. Jennett will schedule training for agencies. The development of the system will be completed by June 1, 2017. MDOT may want to place a special module in the IRT system in order to identify and track warranties. MDOT will provide their own funding to add the warranty information to the TAMC IRT system. The warranty information will need to start being collected by FY 2018. TAMC will be responsible for the application. There is already a tool in Roadsoft regarding warranties per T. Colling. Part of the concern is whose data is it? If there is a warranty project request, who will handle those requests? TAMC will need to address this sometime in the future. Part of the April 1, 2017, release is requiring a "yes" or "no" answer as to whether or not there is a warranty for the project if the project is over \$2,000,000.

8. Member Comments:

Gary Mekjian, P.E., Assistant City Manager of Farming Hills, will be replacing Dale Kerbyson for TAMC representing the Michigan Municipal League. The seat became available when Dale Kerbyson did not wish to seek reappointment when his term expired in February 2017. This appointment will need to be approved by the State Transportation Commission in order to take effect. The next Commission meeting is March 23, 2017.

9. Public Comments:

None

10. Adjournment:

The meeting adjourned at 12:01 p.m.; the next meeting will be held April 5, 2017, 10:00 a.m., MDOT Aeronautics Building, 2nd Floor commission Conference Room, Lansing

TAMC FREQUENTLY USED ACRONYMS:

AASHTO	AMERICAN ASSOCIATION OF STATE HIGHWAY AND TRANSPORTATION OFFICIALS
ACE	ADMINISTRATION, COMMUNICATION, AND EDUCATION (TAMC COMMITTEE)
ACT-51	PUBLIC ACT 51 OF 1951-DEFINITION: A CLASSIFICATION SYTEM DESIGNED TO DISTRIBUTE MICHIGAN’S ACT 51 FUNDS. A ROADWAY MUST BE CLASSIFIED ON THE ACT 51 LIST TO RECEIVE STATE MONEY.
ADARS	ACT 51 DISTRIBUTION AND REPORTING SYSTEM
BTP	BUREAU OF TRANSPORTATION PLANNING (MDOT)
CPM	CAPITAL PREVENTATIVE MAINTENANCE
CRA	COUNTY ROAD ASSOCIATION (OF MICHIGAN)
CSD	CONTRACT SERVICES DIVISION (MDOT)
CSS	CENTER FOR SHARED SOLUTIONS
DI	DISTRESS INDEX
ESC	EXTENDED SERVICE LIFE
FAST	FIXING AMERICA’S SURFACE TRANSPORTATION ACT
FHWA	FEDERAL HIGHWAY ADMINISTRATION
FOD	FINANCIAL OPERATIONS DIVISION (MDOT)
FY	FISCAL YEAR
GLS REGION V	GENESEE-LAPEER-SHIAWASSEE REGION V PLANNING AND DEVELOPMENT COMMISSION
GVMC	GRAND VALLEY METRO COUNCIL
HPMS	HIGHWAY PERFORMANCE MONITORING SYSTEM
IBR	INVENTORY BASED RATING
IRI	INTERNATIONAL ROUGHNESS INDEX
IRT	INVESTMENT REPORTING TOOL
KATS	KALAMAZOO AREA TRANSPORTATION STUDY
KCRC	KENT COUNTY ROAD COMMISSION
LDC	LAPTOP DATA COLLECTORS
LTAP	LOCAL TECHNICAL ASSISTANCE PROGRAM
MAC	MICHIGAN ASSOCIATION OF COUNTIES
MAP-21	MOVING AHEAD FOR PROGRESS IN THE 21 ST CENTURY (ACT)
MAR	MICHIGAN ASSOCIATION OF REGIONS
MDOT	MICHIGAN DEPARTMENT OF TRANSPORTATION
MDTMB	MICHIGAN DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET
MITA	MICHIGAN INFRASTRUCTURE AND TRANSPORTATION ASSOCIATION
MML	MICHIGAN MUNICIPAL LEAGUE
MPO	METROPOLITAN PLANNING ORGANIZATION
MTA	MICHIGAN TOWNSHIPS ASSOCIATION
MTF	MICHIGAN TRANSPORTATION FUNDS
MTPA	MICHIGAN TRANSPORTATION PLANNING ASSOCIATION
MTU	MICHIGAN TECHNOLOGICAL UNIVERSITY
NBI	NATIONAL BRIDGE INVENTORY
NBIS	NATIONAL BRIDGE INSPECTION STANDARDS
NFA	NON-FEDERAL AID
NFC	NATIONAL FUNCTIONAL CLASSIFICATION
NHS	NATIONAL HIGHWAY SYSTEM
PASER	PAVEMENT SURFACE EVALUATION AND RATING
PNFA	PAVED NON-FEDERAL AID
PWA	PUBLIC WORKS ASSOCIATION
QA/QC	QUALITY ASSURANCE/QUALITY CONTROL
RCKC	ROAD COMMISSION OF KALAMAZOO COUNTY
ROW	RIGHT-OF-WAY
RPA	REGIONAL PLANNING AGENCY
RPO	REGIONAL PLANNING ORGANIZATION

SEMCOG	SOUTHEAST MICHIGAN COUNCIL OF GOVERNMENTS
STC	STATE TRANSPORTATION COMMISSION
STP	STATE TRANSPORTATION PROGRAM
TAMC	TRANSPORTATION ASSET MANAGEMENT COUNCIL
TAMCSD	TRANSPORTATION ASSET MANAGEMENT COUNCIL SUPPORT DIVISION
TAMP	TRANSPORTATION ASSET MANAGEMENT PLAN
TPM	TRANSPORTATION PERFORMANCE MEASURES
UWP	UNIFIED WORK PROGRAM

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